

Community Development Programs Manager

Agency Name:	Planning and Development
Full-Time or Part-Time:	Full-Time
Salary Range:	\$61,893-\$63,750 Annually
Bargaining Unit:	Non-Union
Shift:	Day
Number Of Vacancies:	1
Facility Location:	1000 Commonwealth Ave., Newton MA
Application Deadline:	November 1st, 2014
Posting ID:	0066-2014

Definition

The Community Development Manager is responsible for the regulatory management of the City's Housing and Community Development Programs, including management of the Community Development staff. This position works with the Director of Housing and Community Development, the Housing Programs Manager and the Grants Manager to oversee approximately \$3.2 million in Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grant (ESG), and Continuum of Care (CoC) funds the City receives annually from the U.S. Department of Housing and Urban Development. The Community Development Manager has lead responsibility for initiating and implementing all community development priorities and goals established in the City's Consolidated Plan in compliance with federal laws and regulations. In addition, the Community Development Manager works with the Housing Programs Manager relative to the regulatory reporting responsibilities for the HOME Consortium and the Continuum of Care.

Essential Duties

- Oversees the development of the Consolidated Plan, Annual Action Plan and Consolidated Annual Performance and Evaluation Report for Newton and the HOME Consortium member communities. Ensures compliance with applicable laws and regulations and implements projects and programs in a timely fashion based on HUD program requirements.
- Works with the Director of Housing and Community Development, the Housing Programs Manager and the Grants Manager to develop and recommend an annual budget for Newton's CDBG, HOME and ESG programs to be presented at a public hearing of the Planning and Development Board prior to final approval by the Mayor. Assists in preparation of the Department's annual budget.
- Develops and implements administrative policies and procedures for the administration of Newton's CDBG and ESG Programs and the WestMetro Consortium HOME Program, including budgeting and project planning, implementation and monitoring.
- Ensures citizen participation in the City's Housing and Community Development Program by working with citizen advisory committees appointed by the Mayor to make funding, programmatic and policy recommendations to the Planning and Development Board, and then to the Mayor for final approval.
- Manages project eligibility and Environmental Reviews for all Newton and WestMetro HOME

Consortium projects.

- As applicable, approves contracts and payments and provides monitoring for all CDBG and ESG programs.
- Provides Homeless Management Information System (HMIS) reporting to HUD on behalf of the Continuum of Care.
- Staffs and provides administrative support and technical assistance to the Planning and Development Board and the Human Service Advisory Committee.
- Provides technical assistance to sub-grantees and the City as a whole.
- Seeks additional grant opportunities for the Department.
- Works with other City staff to plan and implement projects, as well as compile and analyze data.
- Attends and participates in Department and other meetings and special events. Serves on assigned committees and task forces. Maintains required contacts to keep abreast of the housing and community development field.
- Performs other duties as required or directed.

Minimum Requirements

Require a master's degree in planning or related field and a minimum of 5 years of experience in community development or planning, with at least 3 years in a supervisory or management capacity and a minimum of 3 years experience with the Community Development Block Grant, and HOME or other federal housing or community development grants or comparable combination of education and experience. The applicant should have good interpersonal skills and should communicate well both orally and in writing. Competence with personal computers including the Microsoft Office Suite is mandatory. Experience using HUD's IDIS system is preferred.